

RESOLUTION NO. 41

Resolution Approving an Amendment of Chapter 2.08 of the Sangamon County Code in Relation to County-Wide Payroll Duties

WHEREAS, Chapter 2.08 of the County Code defines the duties of County officials and department heads related to the preparation of required payroll information and the retention of payroll records; and

WHEREAS, in order to properly segregate the responsibility for compiling payroll information and maintaining payroll records from the responsibility for the audit of payroll activities, the Finance Committee and Building and Grounds Committee of the County Board in November, 2007 approved the transfer of the responsibilities for the County-wide payroll function to the Central Services Department; and

WHEREAS, the responsibilities for the payroll function now are assigned to the Human Resource Office; and

WHEREAS, Chapter 2.08 of the County Code has not been updated to reflect the approved organization placement of County-wide payroll duties and needs to be updated to reflect the current assignment of such duties; and

NOW, THEREFORE, BE IT RESOLVED by the members of the Board of Sangamon County, Illinois in session this 9th day of September, 2014, that the Sangamon County Board hereby approves and adopts the amendment to Chapter 2.08 set forth in Exhibit A, attached hereto and incorporated herein in its entirety, to formally clarify that the responsibilities for the County-wide payroll function have been assigned to the Human Resource Office.

RECEIVED

AUG 08 2014

Paul Palazzolo
SANGAMON COUNTY AUDITOR

FILED

AUG 13 2014

Joe Aiello
Sangamon County Clerk

Submitted by Finance Committee

Andy Hillman, Chairman

Cathy Scifo

Wally Brewer

Johnny

Rose Ruzic

John O'Neil

Jim Tidel

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Sam Montalano

EXHIBIT A

Chapter 2.08 HUMAN RESOURCE OFFICE

Sections:

2.08.010 Payrolls—Compilation.

2.08.020 Payrolls—Time for departmental submittal of information.

2.08.030 Quarterly reports of wages paid to county employees.

2.08.040 Human Resource Office to maintain copies of records.

2.08.042 County officials and department heads to furnish information.

2.08.010 Payrolls—Compilation.

All payrolls shall be compiled by the county human resource office.

2.08.020 Payrolls—Time for departmental submittal of information.

All information needed to complete these payrolls shall be given by each responsible department to the county human resource office not later than the deadline established by that office for each payday.

2.08.030 Quarterly reports of wages paid to county employees.

The human resource office is directed at the close of each calendar quarter to furnish to the county clerk a complete record of wages paid to each employee of Sangamon County during the preceding quarter, and the county clerk is directed to furnish copies without charge upon request being made for same.

2.08.040 Human resource office to maintain copies of records.

The human resource office shall maintain in a centralized location copies of payroll and employee records as required by the Fair Labor Standards Act (referred to in this chapter as "FLSA").

2.08.042 County officials and department heads to furnish information.

The human resource office shall receive, at least quarterly, from each county official and department head, sufficient information and records on each employee covered by the FLSA to determine compliance with the requirements of the Fair Labor Standards Act.

The human resource office shall not authorize the issuance of a payroll check to any employee covered by the FLSA for whom the appropriate records are not furnished.